



HUTTON PARISH COUNCIL
7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



Minutes of the PARISH COUNCIL MEETING held on
Monday the 13th July 2020 by way of a virtual meeting commencing at 7.30pm

Present: Cllrs Barton, Parkes, Gilbert, Eland, Martin and Harrison

There were no members of the public present.

30/20 To receive apologies

Cllr. Hesketh was unable to attend due to technical difficulties. The reason for his absence was approved

To ratify the below delegated decision regarding absence of Cllr Eland

Dave and I are of the opinion that the best way forward would be for me to use my delegated authority to 'accept Cllr Eland's reasons for absence' on behalf of the Council which means that the automatic disqualification will not take place. Cllr Eland has confirmed the reasons for his absence were due to previous commitments and is keen to continue as a member of the Council. I have therefore accepted this and approved the absences. Since the use of delegated authority for this purpose is unprecedented AND in order to ensure transparency I will place an agenda item to our next meeting in order for the Council to ratify the decision which is a 'one off' and solely due to the cancellation of a meeting due to the coronavirus pandemic following implementation of government instructions.

It was resolved that the above decision should be ratified

31/20 To consider and approve the Minutes of the meeting held on 24th February 2020 (enclosed)

It was resolved that the minutes of the meeting held on the 24th February 2020 should be approved and signed by the Chairman as a true and accurate record.

32/20 To receive Declarations of Interest

None

33/20 To adjourn the meeting for a period of public participation

There were no members of the public present.

34/20 To approve payment of the following accounts:

| | | | |
|--------|------------|----------------------|--------|
| Online | Vision ICT | 50% New Web Site | 597.00 |
| Online | P Heise | Lengthsman Inv 1 | 227.84 |
| Online | Zurich | Insurance renewal | 581.45 |
| Online | S Wiseman | Internal Audit Fee | 110.00 |
| Online | P Heise | Lengthsman Inv 2 | 569.60 |
| Online | K Blezard | Assistant lengthsman | 240.00 |
| Online | P Heise | Lengthsman Inv 3 | 455.68 |

| | | | |
|--------|-------------------|---|---------|
| Online | HMRC | 1 st Qtr Tax and NI | 860.00 |
| Online | W V McWhittle | 1 st Qtr Salary and Expenses | 1323.86 |
| Online | K Blezard | Assistant Lengthsman | 390.00 |
| Online | Newgate Nurseries | Plants for Beds, Planter etc | 1402.15 |

It was resolved that the payments mentioned above should be approved.

35/20 To consider and approve the Internal Auditors report for the year ended 31st March 2020

It was resolved that above report should be approved.

36/20 To receive and approve the Financial Statement to the 31st March 2020 (enclosed)

It was resolved that the Financial Statement referred to above should be approved.

37/20 To approve and authorise the Chairman and RFO to sign Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) being part of the Annual Audit for the year ended 31st March 2020 (enclosed)

It was resolved that the Council should approve the documentation referred to above and authorise that the Chairman, Clerk and RFO should sign the same.

38/20 To consider whether this Council should obtain alternative plant prices from other suppliers for the Autumn planting and beyond.

It was resolved that alternative prices should be sought however since planting was not the same each year this should be done on a comparative basis covering a range of suitable plants a schedule for which the lengthsman will be asked to draw up.

39/20 To consider the tree inspection of Long Wood, consider the recommendations and appoint Greenland Tree Care to undertake the work required.

It was resolved that Greenland Tree Care should be invited to tender for the work along with two other suitable contractors.

40/20 To consider whether this Council should purchase an SSL Certificate for its new web site at a cost of £125 first year and £50 per year thereafter

It was resolved that an SSL certificate should be purchased.

41/20 To consider obtaining .gov addresses for all members so as to avoid any potential risks with personal data being stored on personal emails creating access issues should there be a statutory need to search those email addresses for FOI or GDPR purposes. Cost £18 per email address per annum.

It was resolved that this item should be deferred pending further enquiries by Cllr Martin into possible cheaper alternatives.

42/20 To adopt the enclosed email and internet policy

It was resolved that the policy referred to above should be adopted.

43/20 To consider setting up a working group to survey the footpaths in Hutton so as to establish where work is needed so that it may then be prioritised and undertaken under the LCC PROW maintenance scheme by our lengthsman for which we have now received £500.

It was resolved that a working group comprising Cllrs Parkes, Martin and Eland should be formed to undertake the survey referred to above.

44/20 To consider proposals enclosed to erect a Village Sign and 7 planters by the entrance to the village in the vicinity of Longwood at a cost of £3838.68 and allow a 10% contingency.

The item mentioned above was withdrawn for the time being.

45/20 To adjourn the meeting for Councillors to present any updates on Council related matters:

The meeting was adjourned

It was noted that a fallen tree remained on the central reservation between the Anchor Inn and Ratten Lane. The Clerk will report this to SRBC.

It was noted that the Facebook page is now up and running and can be update as appropriate. Cllrs Eland, Martin and the Clerk are the administrators.

The wildlife and pond area were recently discussed with SRBC. Chris Harrison (SRBC) will contact professionals who may be interested in becoming involved. The lengthsman has done some works. Progress with the pond has been slow due to the lockdown.

There is to be Zoom meeting of the CIL working group soon. A new plan for consultation on the use of the funds is to be drawn up.

The meeting was reconvened

46/20 To note that the date of the next meeting is scheduled for the 14th September 2020

It was noted that the next meeting is scheduled for the 14th September 2020